



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 02-05-022	OPENING DATE: 03-04-05	CLOSING DATE: 03-25-05	OPEN TO ALL APPLICANTS
POSITION: Tax & Probate and Landlord-Tenant Program Officer JS-945-11	TYPE OF APPOINTMENT: Career Service		SALARY: \$52,468 - \$68,209 DC Courts non-judicial employees receive federal retirement and benefits
DIVISION: Multi-Door Dispute Resolution	LOCATION: 500 Indiana Avenue, NW		Tour of Duty: Full-time

BRIEF DESCRIPTION OF DUTIES: Incumbent is responsible for the overall management of the Tax Mediation Program, the Probate Mediation Program, and the Landlord-Tenant Mediation Program. Oversees operations, identifies problems and recommends needed changes to the director. Performs case scheduling and monitoring, and mediator assignment duties. Maintains an adequate pool of neutrals for case assignment and mediates cases when necessary. Assists in planning and execution of volunteer recruitment, selection and training. Designs or updates forms and administrative procedures, and disseminates them to the appropriate parties. Enters program data in division and court databases, for the purposes of general program record-keeping and reporting, and generating stipends for neutrals. Compiles and analyzes statistical and narrative information on cases for reports and follow-up. Acts as a liaison among Judges, petitioners and government representatives. Prepares standardized orders for Judges' signatures. Develops education, public information, and technical assistance materials.

MINIMUM QUALIFICATIONS: A bachelor's degree in business, management, public administration, criminal justice or a related field, plus three years of experience coordinating, managing and/or tracking cases in a court, legal, or social services agency or office. Equivalent levels of education or relevant experience may be substituted. Please submit a copy of your most recent performance evaluation with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond to the ranking factors will disqualify you from further consideration.**

1. Knowledge of the mediation process and related policies and practices.
2. Ability to work independently and coordinate multiple tasks, in order to provide effective case management.
3. Ability to enter and analyze data, to maintain accurate record keeping, and to generate statistical reports.
4. Ability to communicate effectively, orally and in writing, and to interact with judicial, legal and court personnel, volunteers, and the general public.

SELECTION PROCESS: After a review of applications and ranking factors, a structured oral interview may be required of highest qualified candidates.

Submit Court Application and Ranking Factors to:
DC Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington DC 20001
For further information call (202) 879-0496 or visit our job site at www.dccjobs.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.